
TRAVEL EXPRESS USER MANUAL.....	1
TRAVEL ADVANCE	1
INTRODUCTION	1
TRAVEL ADVANCE PROCESS USING TRAVEL EXPRESS.....	1
TRAVEL ADVANCE ADJUSTMENTS.....	3

TRAVEL EXPRESS USER MANUAL

TRAVEL ADVANCE

INTRODUCTION

With the closing of Rotary Accounts, agencies have a way to track a travel advance through the STARS document file. A process has been established both for those agencies that use Travel Express and for those agencies that do not. The steps below explain the process for Travel Express. See the STARS User Manual Travel Advance documentation for STARS procedures.

TRAVEL ADVANCE PROCESS USING TRAVEL EXPRESS

1. An agency's fiscal group person creates a warrant advance for the traveler in STARS using transaction code 223.
Make a note of the STARS current document number to use as the reference document number in Travel Express.
2. The traveler creates a Travel Express document as usual.
 - a. The **PCARD** selection should be **No**. (If the traveler is billing another agency, the billing agency would be the one issuing the warrant advance in STARS.) Warrant advance and P-Card should not be used together.

Figure 1 - Travel information in Travel Express

From							
City	Boise	Departed	09/09/2006	1:00	PM	Returned	09/12/2006
						1:00	PM
Meeting Dates		From	09/09/2006		Thru	09/12/2006	
To							
State	OREGON	City	PORTLAND	In State?	<input type="radio"/> Yes <input checked="" type="radio"/> No	P-Card?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If You Are A Vendor Or Billing An Agency Other Than Your Own, Please Enter That Agency Code:				<input type="text"/>			

- b. If a designated user is creating the Travel Express document, the actual claimant must be selected from the **Name** menu.
 - c. Click **Submit** to submit the document.
 - d. Enter the **Travel Detail Information** and any out-of-pocket expenses.

Figure 2 - Travel Detail and out-of-pocket expense information

Travel Detail Information					
	Date	Meals	Lodging	Personal Vehicle Miles Driven	Comments
	9/9/2006	\$26.95			
	9/10/2006	\$49.00			
	9/11/2006	\$49.00			
	9/12/2006	\$12.25			
	Totals	\$137.20			

Mode of Travel Information			Miscellaneous Information		
Mode of Travel	Out Of Pocket	Comments	Miscellaneous	Out Of Pocket	Comments
Comm Airfare			Employee Phone/Fax		
Private Vehicle			Other		
Train, Bus, Taxi			Other		
Rental			Total		

- e. Select **Warrant Advance** in the **Travel Advance** field.
- f. Enter the amount of the warrant advance in the **Amount Received** field.

Figure 3 - Warrant Advance

2.00		taxi	Other		
			Total	\$8.00	
			Travel Advance	<input checked="" type="radio"/> Warrant Advance <input type="radio"/> Rotary Advance	
2.00			Amount Received	\$285.00	warradva02

- g. Route the document to the Fiscal group (typical for most agencies' process).
3. An agency's fiscal group person will open the Travel Express document, click **Enter Fiscal** and enter the fiscal coding as needed.
 - a. In the **Fiscal Information** section, change the default transaction codes in the **TC** fields from 230 to 224, for those line item expenses being paid from the warrant advance. If the reimbursable expenses exceed the amount of the warrant advance (where the state owes the claimant), use transaction code 230 for the extra expenses (TC 230 will create a warrant for the claimant).

Figure 4 - Transaction code fields

Fiscal Information									
Ref Doc No.	Ref Doc Suffix	Receipts	Vendor	DMI	PCN	Doc No.	Batch No.	Effective Date	Batch Date
		All	SE				NNN	9/13/2006	9/13/2006

Add row

SF	TC	INDEX	PGA	SUB-OBJ	AMOUNT	GRANT/PROJECT	GAAP
01	230			5392 PUB CONVEYANCE OUT-STA	\$12.00		
02	230				\$8.00		
03	230			5397 SUBSIST & LODGE OUT-STA	\$137.20		
Total					\$157.20		

- b. Be sure to add the STARS current document number from the warrant advance TC223 in the Ref Doc No. field. The expenses will be totaled in the **Total** field.
- c. In the **Warrant Advance Used** section, the total of the warrant advance is shown and balanced against the expenses claimed by the traveler. The remainder is the **Grand Total**, which could be either an amount owed to the traveler or an amount owed to the state by the traveler.

Figure 5 - Warrant Advance Used section

03							
Total					\$419.20		

Warrant Advance Used			
			AMOUNT
			\$100.00
Warrant Advance			\$100.00
Grand Total			\$319.20

- d. If the **Grand Total** amount is owed to the traveler, a warrant will be automatically created based on the expenses that were coded with a TC 230.
4. If the traveler owes the state (indicated by the **Due from Employee** field), the traveler must present payment to the state. When payment is presented, use transaction code 112 to create a "J" batch. This will liquidate the document record for the remaining amount of the warrant advance.

TRAVEL ADVANCE ADJUSTMENTS

For STARS travel advance adjustment procedures, see the Travel Advance documentation in the online STARS user manual.